

# General Services Administration Federal Supply Service

## *Authorized Federal Supply Schedule Pricelist*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through *GSA Advantage!*, a menu-driven database system. The Internet address for *GSA Advantage!* is <http://www.gsadvantage.gov>.

## Management, Organizational and Business Improvement Services (MOBIS)

Federal Supply Class	<b>874</b>
Contract Number	<b>GS-10F-0017K</b>
Contract Period	<b>October 15, 2009 – October 14, 2014</b>
Contractor	<b>Tetra Tech ES, Inc. 4601 North Fairfax Drive Suite 600 Arlington, VA 22203 USA  www.tetrattech.com  tel: 703-387-2100 fax: 703-387-2160</b>
TIN:	<b>52-1173290</b>
DUNS:	<b>009585279</b>
Business Size:	<b>Large</b>
Contract Administrator:	<b>David Casella e-mail: david.casella@tetrattech.com telephone: 703-387-2111 fax: 703-387-2160</b>



## CUSTOMER INFORMATION

1. Awarded Special Item Numbers:

Special Item Number	Page Number
874-1RC Consulting Services	Page 4
874-3RC Survey Services	Page 9

2. Maximum Order: **\$1,000,000**  
*(Orders may exceed this amount. This is the threshold at which ordering activities may seek a price reduction.)*
3. Minimum Order: **\$300.00**
4. Geographic Coverage: **domestic and overseas**
5. Point(s) of Production: **Tetra Tech worldwide locations**
6. Discount from list prices or  
Statement of Net Price: **all prices listed herein are net**
7. Quantity Discounts: **not applicable**
8. Prompt Payment Terms: **not applicable**
9. Government Purchase Cards: **accepted; no discount for Government purchase card payments**
10. Foreign Items: **none**
11. a Time of Delivery: **as specified in each task/delivery order**
11. b Expedited Delivery: **not applicable**
11. c Overnight and 2-day: **not applicable**
12. FOB Points: **as specified in each task/delivery order**
13. a Ordering address: **Tetra Tech ES, Inc.  
4601 North Fairfax Drive, Suite 601  
Arlington, VA 22203**  
**Jeremy Works, Manager, Business Development**  
**e-mail: [jeremy.works@tetrattech.com](mailto:jeremy.works@tetrattech.com)**



telephone: 703-387-2150  
fax: 703-387-2160

- 13.b Ordering Procedures: **For supplies and services, the ordering procedures, information on blanket purchase agreements (BPAs), and a sample BPA can be found on the GSA/FSS schedule homepage (<http://fss.gsa.gov/schedules>).**
14. Payment address: **Tetra Tech ES, Inc.  
Dept. 2311  
Denver, CO 80291-2311**
15. Warranty Provision: **contractor's standard commercial warranty**
16. Export Packing Charges: **not applicable**
17. Terms and Conditions of Government Purchase Cards Acceptance: **per government purchase card guidelines**
18. Terms and conditions of rental, maintenance and repair: **not applicable**
19. Terms and conditions of installation: **not applicable**
20. Terms and conditions of repair parts: **not applicable**
21. List of service and distribution points: **not applicable**
22. List of participating dealers: **not applicable**
23. Preventative maintenance: **not applicable**
- 24.a Environmental attributes: **not applicable**
- 24.b Section 508 compliance: **not applicable**



# GSA SCHEDULE PRICELIST

## Labor Rates

The following rates have been approved for the current five-year option period.

### 874-RC1 Consulting Services

Category	Government Hourly Rate	Government Daily Rate
Strategy Partner	\$465.00	\$3,720.00
Strategy Managing Consultant	\$354.11	\$2,832.88
Strategy Principal Consultant	\$276.30	\$2,210.40
Strategy Consultant	\$244.39	\$1,955.12
Senior Consultant	\$214.46	\$1,715.68
Strategy Consultant Analyst	\$197.50	\$1,580.00
Consultant	\$167.58	\$1,340.64
Business Strategy Analyst	\$145.00	\$1,160.00
Strategy Senior Administrator	\$105.73	\$845.84
Analyst	\$92.77	\$742.16
Strategy Administrator	\$79.80	\$638.40



## Labor category descriptions

### Strategy Partner

**Education:** Masters Degree in related subject area (PhD preferred)

**Work Experience:** 15 years or more of relevant experience

**Position Description:** Strategy partners are market leaders in specific functional areas or industry sectors, including energy, financial services, life sciences, manufacturing, government and public services, telecommunications, transportation and infrastructure, and development. They may also have specific expertise as applicable to management, organizational and business improvement. Strategy partners lead an entire practice or sub-practice within a particular area of expertise. Their duties would include: 1) leading multiple complex assignments of long duration within a practice, which may be complicated through unusual terms of business or involve multiple service streams; and 2) overall responsibility for financial management of the practice.

### Strategy Managing Consultant

**Education:** Masters degree in related area PhD preferred

**Work Experience:** 6-10 years of relevant experience

**Position Description:** Strategy managing consultants work on assignments or other fee-earning activities regularly, leading medium-to-large/complex assignments. They have expertise in specific functional areas or industry sectors such as energy, financial services, life sciences, manufacturing, government and public services, telecommunications, transportation and infrastructure, and development. They may also have specific expertise as applicable to management, organizational and business improvement efforts. These consultants are often the most senior people within the core project team, have contact at the most senior levels in client organizations, and may have account management responsibilities. Managing consultants may be technical authorities providing specialist input to assignments. In this capacity clients and colleagues alike will actively seek input from these consultants and could have specific team sales responsibilities, with input to proposals of a pre-determined size.

### Strategy Principal Consultant

**Education:** Masters degree in related area

**Work Experience:** 6-10 years of relevant experience

**Position Description:** Strategy principal consultants may be asked to carry out activities such as working on assignments or other fee-earning activities. They may also have some sales support

responsibilities. These individuals may have functional area or industry sector expertise in, for example, energy, financial services, life sciences, manufacturing, government and public services, telecommunications, transportation and infrastructure, and development. They may also have specific expertise as applicable to management, organizational and business improvement efforts. Strategy principal consultants are often the most senior people on the client site, either leading the project team or operating alone with off-site supervision. They will make regular contact at senior levels and may take a line/functional management role within the client organization. Clients regard this individual as a reliable operator who consistently delivers good results, meeting or exceeding their expectations.

## Strategy Consultant

**Education:** Bachelors degree in a related subject area (Masters preferred)

**Work Experience:** 5-7 years of experience in a relevant field

**Position Description:** Strategy consultants may have specific expertise in a particular functional area or industry sector, including energy, financial services, life sciences, manufacturing, government and public services, telecommunications, transportation and infrastructure, and development. They may also have specific expertise as applicable to management, organizational and business improvement efforts. Strategy consultants may be asked to carry out activities such as: 1) working on assignments or other fee-earning activities, usually in a team or with on-site supervision, 2) leading small teams or supervising client staff, and 3) providing support input to team selling activities and taking on assignments of increasing complexity as their skills and experience develop.

## Senior Consultant

**Education:** Master's degree

**Work Experience:** 6-10 years of relevant experience

**Position Description:** Principal Consultants carry out a wide range of technical activities. Senior Consultants are often the most senior person on the client site, either leading the project team or operating alone with off-site supervision. Senior Consultants make regular contact at senior levels and may take a line/functional management role within client organization. Clients regard this individual as a reliable operator who consistently delivers good results, meeting or exceeding their expectations.

## Strategy Consultant Analyst

**Education:** Bachelors degree in a related subject area

**Work Experience:** 3-5 years of relevant experience

**Position Description:** Strategy senior analysts are expert in financial analysis, industry-specific analysis with regard to competitive insights, and the use of analytical software. Their responsibilities include: 1) preparing and implementing analytical plans for product production; 2) assessing and advising on existing and potential conflicts that could affect project completion; and 3) promoting policies, actions, and approaches to mitigate existing or potential conflicts.

## Consultant

**Education:** Bachelor's degree (Master's preferred)

**Work Experience:** 5-7 years' work experience in relevant field

**Position Description:** Consultants carry out technical and managerial assignments in teams or with on-site supervision, and may lead small teams or supervise staff members. Consultants take on assignments of increasing complexity as skills and experience develop.

## Business Strategy Analyst

**Education:** Bachelors degree in related subject area

**Work Experience:** 2-3 years of experience in a comparable field

**Position Description:** Specific streams of activity for strategy analysts may include: 1) identifying and assessing policies influencing project completion and 2) developing new policy options.

## Strategy Senior Administrator

**Education:** Masters Degree or JD in related area

**Work Experience:** 8-12 years of relevant experience

**Position Description:** Strategy Senior Administrators have expertise in such specific functional areas contract management, finance, human resources, accounting, and home office coordination. These individuals must demonstrate high technical ability or the ability to assimilate and apply information from unrelated fields. They must also exercise high levels of analytical ability in the definition of problems, and can identify technical or functional issues relating to own responsibility areas. Strategy Senior Administrators actively guide, motivate and develop teams of people in order to enhance results effectively. They are active in supporting development of team members through the provision of formal and informal feedback, coaching, mentoring and related skills, and through support for formal training and development activity.



## Analyst

**Education:** Bachelor's degree in related subject area

**Work Experience:** 2-3 years' experience in a comparable field

**Position Description:** Specific streams of activity for Analysts may include: 1) identifying and assessing policies influencing project completion; and 2) developing new policy options.

## Strategy Administrator

**Education:** Bachelors Degree in related area, Masters degree preferred

**Work Experience:** 6-10 years of relevant experience

**Position Description:** Strategy Administrators have expertise in such specific functional areas contract management, finance, human resources, accounting, and home office coordination. These individuals must demonstrate high technical ability or the ability to assimilate and apply information from unrelated fields. They must also exercise high levels of analytical ability in the definition of problems, and can identify technical or functional issues relating to own responsibility areas. Knowledge and experience: shows high levels of technical skill and the breadth of experience to coordinate small teams of people whose expertise lies in a number of related fields.





## 874- RC3 Survey Services

Category	Government Hourly Rate	Government Daily Rate
Managing Consultant	\$234.41	\$1,875.28
Principal	\$191.52	\$1,532.16
Senior Consultant	\$114.71	\$917.68
Consultant	\$86.78	\$694.24
Survey Operations Manager	\$84.79	\$678.32
Senior Analyst	\$68.83	\$550.64
Research Analyst	\$52.87	\$422.96
Administrator	\$79.80	\$638.40
Clerical	\$45.88	\$367.04

## Labor category descriptions

### Managing Consultant

**Education:** Master's Degree (PhD preferred).

**Work Experience:** Minimum of 10 years of experience in social science research, data collection methods, and statistical analysis techniques.

**Position Description:** Managing consultants are responsible for 1) technical direction and financial oversight of all projects in a specific area, such as survey research for state and federal government agencies; 2) development of technical and cost proposals in response to RFPs and other requests for quotes for research services; 3) hiring, training, and development of staff at all positions in the Market and Survey Analysis Team; 4) Oversight of all Market and Survey staff activities and final deliverables to ensure client satisfaction; and 5) strategic planning and future direction and growth of the Market and Survey Analysis Team.

### Principal

**Education:** Bachelor's degree

**Work Experience:** At least 5 years of relevant experience

**Position Description:** The Principal is normally an industry expert or focused area expert with proficiency in survey design, implementation and reporting, data acquisition, analytics and research support within that specific industry. Responsibilities include, but are not limited to: (1) technical leadership; (2) quality control and timeliness of all deliverables; (3) preparation or supervision of work plans, financial, logistical and other documents; (4) review of all financial and logistical information on a periodic basis; (5) recommendation and evaluation of proposed staff; and (6) verbal and written presentations as required.

## Senior Consultant

**Education:** Master's degree

**Work Experience:** 6-10 years of relevant experience

**Position Description:** Principal Consultants carry out a wide range of technical activities related to survey design, implementation and reporting, data acquisition, analytics and research support. Senior Consultants are often the most senior person on the client site, either leading the project team or operating alone with off-site supervision. Senior Consultants make regular contact at senior levels and may take a line/functional management role within client organization. Clients regard this individual as a reliable operator who consistently delivers good results, meeting or exceeding their expectations.

## Consultant

**Education:** Bachelor's degree (Master's preferred)

**Work Experience:** 5-7 years' work experience in relevant field

**Position Description:** Consultants have a background in survey design, implementation and reporting, data acquisition, analytics and research support. Consultants carry out technical and managerial assignments in teams or with on-site supervision, and may lead small teams or supervise staff members. Consultants take on assignments of increasing complexity as skills and experience develop.

## Survey Operations Manager

**Education:** Bachelor's Degree (Master's Degree preferred).



**Work Experience:** Minimum of 5 years of experience in survey research operations, at least 2 years as a survey research operations manager in a facility with computer-assisted telephone interviewing (CATI) capabilities.

**Position Description:** The survey operations manager is responsible for 1) anticipating staffing needs, hiring and training staff who provide high-quality data collection work in telephone interviewing, mailing, and data processing; 2) developing and implementing telephone survey operations procedures, including tracking the start-up of new projects, scheduling, anticipated staffing needs, assigning data collection staff to projects, and quality control measures; 3) identifying and implementing methods to improve our ability to recruit more good interviewers, develop systems to motivate interviewers and reward good performance, and retain our best interviewers longer; 4) keeping interviewer training methods up with the state-of-the-art in the survey research industry; and 5) developing procedures to keep project managers, technical staff, and clients fully up-to-date on progress, performance, and deliverables for survey research projects.

## Senior Analyst

**Education:** Bachelor's degree in related subject area

**Work Experience:** 3-5 years' relevant experience

**Position Description:** Senior Analysts are experts in survey design, implementation and reporting, data acquisition, analytics, research support, and industry specific analysis with regard to competitive insights, and the use of analytical software. Responsibilities typically include: 1) preparation and implementation of the analytical plan for product production; 2) assessing and advising on existing and potential conflicts which could affect project completion; and 3) promotion of policies, actions, and approaches to mitigate existing or potential conflicts.

## Research Analyst

**Education:** Bachelor's degree in related subject area

**Work Experience:** 0-2 years' experience in a comparable field

**Position Description:** Research Analysts perform analytical tasks, such as preparation of tables, charts, and graphs, or secondary research under the supervision of senior staff.

## Administrator

**Education:** Bachelor's Degree (Master's Degree optional).

**Work Experience:** Minimum of 5 years of experience in project cost accounting, timecard reporting, invoicing, and office operations.



**Position Description:** The administrator position requires someone with a general accounting background and billing experience. The administrator is responsible for project cost accounting, working with project staff to prepare invoices for clients, and overseeing the timecard reporting and logging of vendor and subcontractor invoices to the correct project cost centers. The administrator will also provide support for project staff in opening and closing projects, preparing vendor and subcontractor agreements, and facilitating the review of contractual terms and conditions for each project.

## Clerical Assistant

**Education:** HS Diploma required (Bachelor's degree preferred)

**Work Experience:** 1-2 years' work experience required

**Position Description:** Clerical Assistant may be asked to carry out activities such as data collection and providing general administrative support to the project.



## Service Contract Act (SCA)

As a result of Mass Modification A027, the Service Contract Act (SCA) is now incorporated into the terms and conditions of this contract.

Tetra Tech ES, Inc. submits the following statement:

2. The Service Contract Act (SCA) is applicable to contract GS-10F-0017K and all services provided. All employees working under GSA Contract Number GS-10F-0017K in labor categories determined to be SCA will be compensated (salary & benefits) in accordance with the prevailing wage determination for the location of the work. Tetra Tech ES, Inc. will continuously monitor this requirement to insure compliance. With respect to annual increases, Tetra Tech ES, Inc. wishes to follow the contract EPA for price escalations. Regardless of the method of escalation, Tetra Tech ES, Inc. will closely monitor the impact of changing wage determinations and adjust compensation rates accordingly to those labor categories determined to be SCA covered.

List of all labor categories on this contract (with SCA eligible labor categories identified):

### 874- RC1 Consulting Services

Labor categories	Hourly Rate
Strategy Partner	\$465.00
Strategy Managing Consultant	\$354.11
Strategy Principal Consultant	\$276.30
Strategy Consultant	\$244.39
Senior Consultant	\$214.46
Strategy Consultant Analyst	\$197.50
Consultant	\$167.58
Business Strategy Analyst	\$145.00
Strategy Senior Administrator	\$105.73
Analyst	\$92.77
Strategy Administrator	\$79.80

\*\*Indicates SCA eligible categories (i.e. – None of the above labor categories are SCA eligible). See the SCA Matrix following the price list for additional information regarding these labor categories.



## 874- RC3 Survey Services

Labor categories	Hourly Rate
Managing Consultant	\$234.41
Principal	\$191.52
Senior Consultant	\$114.71
Consultant	\$86.78
Survey Operations Manager	\$84.79
Senior Analyst	\$68.83
Research Analyst	\$52.87
Administrator	\$79.80
Clerical**	\$45.88

\*\*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Clerical (874-RC3)	01111 – General Clerk I	05-2103

“The Service Contract Act (SCA) is applicable to this contract and it includes one SCA applicable labor category. The price for the indicated SCA labor category is based on the U.S. Department of Labor Wage Determination Number identified in the matrix. The price offered is based on the preponderance of where work is performed and should the contractor perform in an area with a lower SCA rate, resulting in a lower wage being paid, the task order price will be discounted accordingly.”